



CANNON BUILDING  
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**STATE OF DELAWARE**  
**MANUFACTURED HOME INSTALLATION BOARD**

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PUBLIC MEETING MINUTES:	<b>The Manufactured Home Installation Board</b>
MEETING DATE AND TIME:	<b>Monday, January 11, 2016 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	April 11, 2016

**MEMBERS PRESENT**

Keith Rudy, President  
Richard Snyder, Vice President  
John Starke, Professional Member  
Barbara Williams, Public Member  
Valarie Lacey, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General (arrived at 9:25 a.m.)  
Nicole Williams, Administrative Specialist II

**MEMBER ABSENT**

Kevin Reinike, Professional Member  
Dean Pierson, Professional Member  
Margaret Harper, Public Member

**ALSO PRESENT**

Jennifer Allen, Association Executive, First State Manufactured Housing Association

**CALL TO ORDER**

Mr. Rudy called the meeting to order at 9:01 a.m.

**REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the October 12, 2015 meeting. Mr. Starke made a motion to approve the minutes, seconded by Ms. Williams. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

**Update on Other Jurisdiction Training**

Mr. Rudy state that the Board discussed last meeting to have initial training and continuing education with surrounding states be acceptable to Delaware and what other states do and requested an update on the topic. Mr. Starke advised that he did contact and speak with Mike Henry from the State of Maryland with brief

discussion on what the requirements would be to obtain reciprocity between Delaware and Maryland. The Board will re-discuss next meeting.

## **NEW BUSINESS**

### **Ratification of Inspector Applications**

Ms. N. Williams advised that the Board needs to amend the agenda to add review of Installer application by reciprocity for Corey Orvis. Mr. Starke made a motion to amend the agenda to add Corey Orvis's application as an Installer after ratification of Inspection application, seconded by Mr. Snyder and Ms. Williams. By unanimous vote, the motion carried.

Ms. Snyder made a motion, seconded by Mr. Starke, to ratify the application of Elmer Quillen by examination as a Manufactured Home Inspector. By unanimous vote, the motion carried.

### **Review of Installer Application**

Mr. Rudy stated that in review of his application he noted that it appeared that Mr. Orvis does not hold an active license in the State of Pennsylvania but had a letter from Pennsylvania stating that he has satisfied the training requirements in Pennsylvania. Mr. Starke advised there was only one exception where an applicant got licensed from another state by reciprocity because the other State was not reciprocal to the State of Delaware. Ms. Williams inquired from Ms. Sandy Wagner to come before the Board to advise about the letter from the State of Pennsylvania regarding Mr. Orvis's application. Ms. Wagner advised that the letter is stating that Mr. Orvis has completed Pennsylvania's training requirements and does currently hold an active Pennsylvania Inspector license. Mr. Starke made a motion, seconded by Ms. Lacey, to approve the application for Corey Orvis by reciprocity as a Manufacture Home Installer. By unanimous vote, the motion carried.

### **Complaint Status**

There were no updates for complaints.

## **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

### **eBoards and iPads**

Ms. N. Williams advised the Board of the new system for maintaining applications and Board meeting documents on an iPad with the eBoard system. The Board will be sent an email that will provide them with instructions on how to log into eBoard and their own password to log on the iPad for the next Board meeting.

## **PUBLIC COMMENT**

Ms. Allen addressed the Board regarding the two education programs which the Board was given to review stating that some of the surrounding jurisdictions such as New Jersey and Maryland now fall under the jurisdiction of HUD. Both states were default states and HUD got their programming together for their education programs. Ms. Allen advised the Board that default state means that the state did not have their own education program and that there are 13 default states, with NJ and MD being two of those 13. HUD finally developed the education program for both States and they now fall under HUD. Mr. Rudy inquired if this is driving the change to the education program. Mr. Starke advised that this situation brings up a different question all together. HUD will develop the rules and education program for the State that did not have the education program enacted prior to 2015 which will put that State under HUD jurisdiction for regulation. Ms. Allen stated that the Maryland course is a 12 hour HUD education course. Mr. Rudy stated that then if Delaware emulated that course then applicants would be able to apply into the surrounding states of NJ and PA based on that course which is uniform to the other States. Currently Delaware's course is a 10 hour course. Mr. Rudy advised that the Board will need to obtain some guidance on the boundaries for this new course for review if there will need to be a rule change or not. Ms. Singh proposed the Board add the education course to the next meeting agenda for review and approval.

**NEXT SCHEDULED MEETING**

The next meeting is scheduled for Monday, April 11, 2016 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Snyder made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:23 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nicole M. Williams".

Nicole M. Williams

Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*